

Minutes of the Registrars' Certification Committee
Thursday, May 26, 2016
Southbury Town Hall, Room 201, , Southbury, CT

Attendees: Carole Young-Kleinfeld (Wilton), Anne-Marie Mastroianni (Chair-Bethlehem), John Visi (Secretary-Darien), Lewis Button (SOTS), Kevin Ahern (SEEC), Carol Hurley (Wethersfield), Ted Bromley (SOTS)
Guest: Deborah Gunzelman (UCONN)

The meeting was called to order at 10:10 AM by Anne-Marie Mastroianni. The Agenda is appended to these minutes.

On a motion by Anne-Marie Mastroianni, that was seconded and approved unanimously, the minutes from April 7th, 2016 were approved.

On a second motion by Anne-Marie Mastroianni, that was seconded and approved, with two abstentions, Kevin Ahern, John Visi, the minutes from April 13th, 2016 were approved.

Anne-Marie Mastroianni made a motion to have all Registrars be required to take section one certification class before taking sections two through eight. The motion was seconded and approved unanimously. Debbie will put list this requirement on the UCONN web site.

The committee also discussed the following guidelines for taking the certification classes: Once a Registrar completes the section one certification class, certification sections two through seven could be taken out of order.

Carol Hurley made a motion that sections one through seven have to be completed before taking the final section eight class. The motion was seconded and approved unanimously.

Debbie provided an up-date on Registrar participation in the Certification program.

Debbie reported that once UCONN has additional instructors, then full course scheduling can be achieved. Additional Instructors will be solicited through the UCONN RFP process. Notification of the RFP will be sent to all identified qualified applicants.

Lou Button made a motion that Section 8 will have a secondary component, which will include a study group and the final exam. The motion was seconded and approved unanimously.

Debbie reported that the Attorney General's decision on the ownership of the certification curriculum should be forthcoming next month.

The meeting was adjourned at 12:20 P.M. by unanimous consent.

The next meeting is scheduled for Wednesday, June 22nd, 2016, at 10AM, at the Southbury Town Hall.

Respectfully submitted,
John Visi, Secretary